



Banquet Facility Policies

Additional Expenses

Additional Cleaning charge of \$100.00 will apply if the following occurs: Confetti is used in decorating and is not cleaned up by decorators, candle wax drips on table linens and/or carpet, there is extensive damage to table linen, such as tears, cuts, or holes from burns, etc., a guest over indulges in alcohol and becomes sick and the staff must clean up after them. There is also a \$300.00 damage deposit. If there is no damage done to the premises the \$300.00 will be returned. There is a \$1.00 per person clean up fee when having a dance in the facility.

Bar Services

Bartenders are furnished at no charge. If you provide keg beer for your guest, there is a maximum of a 3 keg purchase. Cost of premium keg beer is \$185 per keg and domestic keg beer is \$225. Different options of bar service to think about include: Cash Bar, Drink Tickets, Champagne Toast, Wine Table, complimentary soft drinks, punch...etc.

Open bar and drink tickets will have 15% gratuity placed on invoice.

State law prohibits the Pipestone Country Club from serving alcohol to minors. Anyone under the age of 21 consuming alcohol or anyone supplying alcohol to minors will be required to leave the premises. Our liquor license requires all bartenders to request proper identification (photo ID with birth date) and will refuse alcoholic beverage service if the person cannot produce proper identification or is under age. We reserve the right to refuse alcoholic beverage service to any person who, in our judgment appears intoxicated.

Minnesota State Law prohibits liquor to be brought on the premises for any event.

LAST CALL WILL BE GIVEN AT 12:45 A.M. NO EXCEPTIONS.

Beverage Services

Punch- we have many different options. You will discuss this with the Manager on your initial meeting. We provide a punch bowl with ladle, glasses, and white beverage napkins with this service.

Unlimited Soft Drinks- we offer unlimited soft drinks for guests who can be served at the bar. This service will be provided throughout the entire function. Unlimited soft drinks include Pepsi, Diet Pepsi, 7-up, Mountain Dew. Unlimited soft drinks for fewer than 150 people is \$125.00, for greater than 150 people is \$175.00.

Cancellations

All Cancellations must be made in writing. If you cancel 30-60 days from the scheduled event there will be a charge of 25% of the anticipated revenues. If you cancel less than 30 days from the scheduled event there will be a charge of 50% of the anticipated revenues.

Caterers

Caterers will be charged \$50.00 deposit and \$50.00 kitchen use, totaling \$100.00 per event.

Caterers will give the manager a copy of Food License and Insurance. Copies are good for 1 year of events.



Banquet Facility Policies

Decorating & Linens

We will try to work with you to make your event beautiful. You can hire a decorator or have some family and Friends decorate on your own. Whatever you choose, we will be here to offer advice and a helping hand. We do ask that you refrain from affixing items to or on the walls, floor or ceiling with nails, staples or tape. The main entry hallway can be decorated for a "Grand Entrance to your Event." Punch table and guest book tables have white linen table clothes. We ask that you refrain from using taper candles because of wax drippings that can cause damages to the linens. We ask that any candles in use be properly and securely placed on tables to prevent excessive damages to linens. You may start decorating the night before your event IF there is not any thing going on at the Pipestone Country Club. If there is something going on at the Pipestone Country Club then you will have to wait until the event is over to start decorating or you may have to pay for that day rental fee of building for decorating a day in advance.

The Pipestone Country Club does not accept responsibility for the damage or loss of any merchandise/articles brought onto the premises prior to, during or following the function.

Entertainment

Arrangements for Entertainment for your reception/dance are your responsibility. A set up time for Entertainment must be established with Pipestone Country Club management prior to function. 1:00 a.m. is the limit for playing time unless arrangements have been made with management prior to your event. An additional hour of entertainment will have a service charge of \$100.00. Entertainment has one hour after the social event's conclusion to clean up and exit the premises.

Facility Rental Fee

Facility Rental Fee is \$300.00 (\$100.00 for members). Required payment is due in full the day you sign your agreement papers. The rental fee includes the use of the full Banquet Room, the Main Entrance Hallway, the Restroom facilities, the Outside Deck connected to Banquet Room, and the Bar. The Pipestone Country Club facility is smoke-free. Smoking is only allowed outside on the deck. We do ask for damage deposit of \$300.00. We will have the outside/inside managers check the areas and if no damage, the check will be returned within a week's time.

Maximum Number of Guest

Maximum number of guests is 350. This count limits the seating arrangement, the setting up for the entertainment, the length of time for dinner and the length of time between the end of the meal and the start of a dance. We can further discuss the room setting at the time of your initial meeting and during a tour of the facility.

Payments

All charges are to be paid in full upon the conclusion of the function by approved credit card, cash, or check. If there are any damages done to the premises, you will be billed for them. These charges must be paid within one week. After one week you will be charged a finance charge until bill is paid in full. There is a 15% gratuity on final bill.